



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

P.O. Box 45201, Olympia, Washington 98504-5201

ITEIP CLARIFICATION MEMO

05-001

TO: Infant Toddler Early Intervention Program (ITEIP) Contractors
Family Resources Coordinators (FRCs)
State Interagency Coordinating Council (SICC)
SICC Committee Members
Division of Developmental Disabilities (DDD) Office Chiefs

cc: DDD Regional Administrators
DDD Field Service Administrators
Sue Poltl, DDD Compliance and Monitoring Unit Manager

FROM: Sandy L. Morris, Program Director
Infant Toddler Early Intervention Program (ITEIP)

SUBJECT: PROCESS OF COORDINATION WITH THE DDD INTAKE AND
ELIGIBILITY COORDINATORS AND DDD CASE MANAGEMENT
SUPERVISORS

PURPOSE: Clarification to contractors and Family Resources Coordinators (FRCs), related to coordinating referrals with the DDD Intake and Eligibility Coordinator and the DDD Case Management Supervisor, who will be the DDD case manager for children, birth to three.

BACKGROUND: On July 1, 2005, the new DDD Eligibility Washington Administrative Codes (WACs) went into effect. For children, birth to three, DDD eligibility now aligns with the Infant Toddler Early Intervention Program (ITEIP) eligibility criteria, for developmental delay. You may also go online at www1.dshs.wa.gov/ddd, for more information about DDD eligibility.



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ADSA Aging & Disability
Services Administration

**BACKGROUND
Continued:**

In addition to the policy for DDD, ITEIP has worked with DDD Program Managers to develop DDD Policy, for DDD Intake and Eligibility Coordinators to refer children and families to the Family Resources Coordinator (FRC). This memo is to provide ITEIP guidelines for FRCs, to ensure referrals consistently occur. Also, attached are the new DDD Eligibility Determination Policy 11.01 and the DDD Case Management Supervisor Guidelines.

**WHAT'S NEW,
CHANGED, OR
CLARIFIED:**

With parent permission, infants and toddlers, birth to three, and their families will be referred, by FRCs, to the DDD Intake and Eligibility Coordinator. This must occur at the time the child is determined eligible for ITEIP.

ACTION:

Below is a series of questions and answers, for process clarification.

How can the FRC or family contact the DDD Intake and Eligibility Coordinator in their geographic area?

The Regional DDD Intake and Eligibility Coordinator is the person to contact for families who do not already have a DDD Case Management Supervisor or have not been referred, by DDD, to a Family Resources Coordinator (FRC). The following are the DDD lead regional contacts for coordinating referrals in your area.

Region 1	Lorna Morris	(509) 329-2906
Region 2	Mary Jo Byers	(509) 374-2118
Region 3	Angie Ahn-Lee	(425) 339-4907
Region 4	Kay Stotesbery	(206) 568-5724
Region 5	Mary Denton	(253) 597-3617
Region 6	Debbie Couch	(360) 725-4256

How will the FRC know if a family is already working with a DDD Case Management Supervisor?

Ask the parent if they have already contacted DDD or have completed a Request for DDD Eligibility Determination Form, and/or do they know if their child is an eligible client of DDD.

If the child is active with DDD, who does the FRC contact to coordinate services?

If the child is eligible and has a DDD Case Management Supervisor, with parent permission, the FRC can contact the DDD Case Management Supervisor directly, as needed. The FRC will need parent consent to request information from the DDD Case Management Supervisor.

ACTION
Continued:

What if the family has not yet contacted DDD?

When the child is determined eligible for ITEIP, you can assist the family with filling out a DDD application form, “Request for DDD Eligibility Determination”. The application form can be found on the DDD web site at www1.dshs.wa.gov/ddd. Select Eligibility and scroll down to DSHS Form 14-151, Request for DDD Eligibility Determination. There is also a DSHS Form 14-012, Consent online.

What information can the FRC share with DDD to assist with the eligibility determination?

With parent consent, the FRC can send the evaluation and assessment information to the DDD Intake and Eligibility Coordinator. DDD will notify the family when eligibility is determined and provide the name of the DDD Case Management Supervisor, who will coordinate with the family and their FRC.

Does the DDD Case Management Supervisor authorize services?

DDD services are dependent on availability of funding and/or eligibility for a specific service. The DDD Case Management Supervisor may authorize available DDD services, such as Emergency Family Support.

Do DDD paid services get added to the IFSP?

DDD paid services must be documented on the Individualized Family Service Plan (IFSP). If the DDD Case Management Supervisor authorizes a state DDD service, they will contact the FRC to request the service be added to the IFSP. The FRC will need to work with the family to add the service to the IFSP under “Other Services”.

Please note that the above services are not County Child Development Services, funded through local County Human Services Developmental Disabilities offices. Child Development Services are early intervention services and must be a part of the initial child and family IFSP.

Does adding a service under “Other Service” require an IFSP meeting?

If the service does not affect the frequency, intensity, location, or delivery of early intervention services, the FRC does not need to request or hold an IFSP meeting. The FRC, in coordination and documented communication with the family, will add the service to their IFSP, under the “Other Services” section of the IFSP.

How can DDD Case Management Supervisors request access to use the ITEIP Data Management System?

- Ask the parent to include you as an IFSP team member.
- If they agree, contact the Local Lead Agency and request to be included on the Staff Detail page.

ACTION
Continued:

- Once the Supervisor's information is entered, contact the FRC and request to be added to the ITEIP Data Management System, as a team member for the individual child's ITEIP Data System Contacts and Team Members section of the Team Member's page.
- Once on the ITEIP Data System Contacts and Team Members listing, the Supervisor will be able to log into the ITEIP Data Management System and view the child/family's information, for which they are a team member.
- The DDD team member will be able to view the child/family's information. They will not be able to make any changes to the records/information.

How can the FRC assist the family, child, and the DDD Intake and Eligibility Coordinator with transition when the child turns three?

The new eligibility WACs require DDD eligibility be re-determined before the child turns four. Eligibility criteria, for developmental delay, changes to a delay in three areas for children age three (3) through age nine (9).

With parent permission, the FRC will notify the DDD Intake and Eligibility Coordinator prior to the child turning three. The FRC will assist the family with what information is needed for the DDD Intake and Eligibility Coordinator to re-determine eligibility. This includes assisting with a consent form for the school district evaluations and assessments.

RELATED
REFERENCES:

DSHS Form 14-151, Request for DDD Eligibility Determination.
DSHS Form 14-012, Consent.

ATTACHMENT(S):

04-001A1 DDD Eligibility Determinations Policy 11.01 with DDD Policy Manual Attachment A/Case Management Supervisor Guidelines

CONTACT(S):

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